

## State Assessors Board Home Study Courses Levels 1-4

**INSTRUCTIONS:** Home study courses are courses that you may take at home. Most programs are available in the Microsoft Word program and in hard copy provided in a 3-ring binder. When available, both versions will be sent to applicants. An individual taking a home study course may register with this office, pay the course fee, take the home study course, register for the examination for the course, pay the examination fee, and test for the course. Should the individual fail the examination, after 90 days the individual will be eligible to register to take another examination for the course.

Name		Total Payment Enclosed
Address (No., Street, PO Box or Rural Route)		Daytime Telephone Number
City or Town	State	ZIP Code

### LEVEL 1 AND 2 HOME STUDY COURSES

State Assessors Board Course 1 is a 72-hour beginner's course that teaches the student how to become a level 1 assessor and prepares the student for the level 1 assessor certification examination. State Assessors Board Course 2 is a 72-hour course that teaches the student how to become a level 2 assessor and prepares the student for the level 2 assessor certification examination.

ENTER QUANTITY TO ORDER	COURSE	COURSE FEE
	State Assessors Board Course 1 (Required Text: Assessor's Training Manual - may be purchased using separate order form for \$180)	\$400.00 (This fee does not include Assessor's Training Manual)
	State Assessors Board Course 2 (Required Text: Assessor's Training Manual - may be purchased using separate order form for \$180)	\$400.00 (This fee does not include Assessor's Training Manual)
	Math for Assessors (No Exam)	\$25

### LEVEL 3 HOME STUDY COURSES

Only course registrants will be eligible to take the examination. Individuals may submit their experience requirements prior to starting the home study courses to insure that they have met the 2-year experience requirement. It is not a requirement that the experience requirement be met before starting home study courses. It is, however, a requirement that the 2-year experience requirement be met before certification at level 3 may be granted. **All level 3 courses are \$300 each.**

ENTER QUANTITY TO ORDER	COURSE	ENTER QUANTITY TO ORDER	COURSE
	Appraisal Standards and Ethics		Narrative Appraisal ( <i>Prerequisite: Basic Income Approach to Value</i> )
	Basic Income Approach to Value		Personal Property (Counts towards level 3 credit only)
	Communications		Property Appraisal Principles
	Computers		Property Tax Law
	Michigan Tax Tribunal Procedures		Statistics in Assessing

### LEVEL 4 HOME STUDY COURSES

Only course registrants will be eligible to take the examination. Individuals may submit their experience requirements prior to starting the home study courses to insure that they have met the 3-year experience requirement. It is not a requirement that the experience requirement be met before starting home study courses. It is, however, a requirement that the 3-year experience requirement be met before certification at level 4 may be granted. **All level 4 courses are \$300 each.**

ENTER QUANTITY TO ORDER	COURSE	ENTER QUANTITY TO ORDER	COURSE
	Advanced Income Approach to Value		Management
	Appraisal Standards and Ethics		Statistics in Assessing

Complete this form and mail with payment to the address below. Make checks payable to "State of Michigan" and write the index number "04206" on your check. **Please allow 3 weeks for delivery. THIS FORM MUST ACCOMPANY PAYMENT.**

Michigan Department of Treasury  
State Assessors Board  
Lansing, MI 48922